

*Security
Case
File*

27 April 1962

MEMORANDUM FOR: Executive Officer

SUBJECT : Request for Approval of Proposed Forms Workshop

1. The CIA Records Administration Officer has arranged to have National Archives and Records Service, GSA, conduct for CIA offices a series of training workshops on forms improvement. In view of the hundreds of forms created and used in the Office of Security, I believe we should take advantage of this opportunity.

2. I propose to arrange to present one of these Forms Workshops in mid-May for a select group of about 20 Security personnel. I would meet with each Staff and Division Chief to discuss the workshops and his office representative. If the results warrant it, we may conduct sessions for others later. I attended this workshop in October and found it appropriate and worthwhile. I discussed this proposal with the OS Training Officer, [] and he concurs.

3. The workshop is two 2-1/2 hour sessions. I would suggest Tuesday and Wednesday mornings (22-23 May) in Projection Room, 1-E-78. Those to attend should be "forms originators," supervisors, and specialists. Details are in the attached folder which can be supplied to prospective participants.

4. I believe this effort to improve OS forms at their very source is consistent with the desires of Col. Edwards and the current forms survey. [] and I would be on hand to assist and advise on local forms problems. The lecturer available

is Management Analyst Ronald D. Singer of GSA, formerly of the Department of Commerce, and holding a Top Secret clearance. He has been conducting many of these workshops Government-wide.

5. Your approval is requested and your support, through a letter of introduction to Staff and Division Chiefs, will be appreciated.


Records Management Officer
Office of Security

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Attachment

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